

**PAVILION REQUEST FORM**  
LOWER PAXTON TOWNSHIP  
DEPARTMENT OF PARKS AND RECREATION  
5000 COMMONS DRIVE, HARRISBURG, PA 17112

Note: The reservation of a facility by payment of a reservation fee guarantees the use of that facility only and will not guarantee the use of the adjacent park facilities, ballfields, courts, grounds or equipment.

**PLEASE READ PARK RULES BEFORE FILLING OUT FORM.**

PAVILION REQUESTED: (circle one)

<b>Koons (Large)</b>	<b>Koons (Small)</b>
<b>Koons Yard Sports</b>	<b>Lingle</b>
<b>Kohl</b>	<b>Centennial Acres</b>
<b>Hodges Heights</b>	<b>Lamplight</b>
<b>Kings Crossing</b>	<b>Brightbill</b>

Day & Date Requested: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Organization: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

FEE SCHEDULE (circle one)

<b>FEES</b>	<b>Township Resident</b>	<b>Non-Resident</b>
<b>Weekdays / Evenings</b>	<b>\$32.00</b>	<b>\$42.00</b>
<b>Weekends / Holidays</b>	<b>\$40.00</b>	<b>60.00</b>

1. All requests must be received in the Parks and Recreation Office at the Friendship Community Center at least two weeks prior to reservation date.

2. Refundable cancellations are those requested more than two weeks in advance of the reserved time. (This includes raindates.)
3. In case of inclement weather, you may reschedule your event by calling the Parks and Recreation Office at 657-5635.
4. A raindate can be scheduled in advance along with a non-refundable fee.
5. Individuals must be at least 18 years old to reserve a facility.
6. **Return payment to Lower Paxton Township (address above), along with this completed form to receive confirmation of the reservation.**

DATE OF APPLICATION: \_\_\_\_\_ RETURN BY: \_\_\_\_\_

**Need Electricity: YES NO (Circle One)**

**PARK RULES AND REGULATIONS - PLEASE READ CAREFULLY**

1. Park hours: Dawn to dusk (lighted ballfields/courts until 10PM).
2. Motorized vehicles - Speed limit is 15 MPH. Parking is permitted in designated areas only. Washing and repair of vehicles is prohibited. Only licensed vehicles with licensed operators are permitted.
3. Alcoholic beverages are prohibited. No person shall be under the influence of intoxicating alcohol or drugs.
4. All pets must be on a leash not more than six feet long. Owners must clean up all animal waste deposited by their pets.
5. No gambling is permitted.
6. Only charcoal is permitted in park grills and fireplaces. GAS GRILLS ARE NOT PERMITTED WITHOUT WRITTEN PROOF OF LIABILITY INSURANCE. (Please contact the Parks & Recreation Office for further information.)
7. Place all refuse in containers provided.
8. Any defacement, removal or damage of any park property will be prosecuted to the fullest extent of the law.
9. Gathering or removing any wood, turf, soil or any other materials at any park is prohibited, unless specifically permitted in writing by the Director of the Department of Parks and Recreation.

10. Firearms and other weapons are prohibited.
11. Profane language is prohibited.
12. All concessions must have written permission from the Director of the Department of Parks and Recreation.
13. All permits are considered on a first come, first served basis.
14. Liability insurance for certain events or activities may be required by the Director of the Department of Parks and Recreation.
15. No person may hunt, trap or pursue wildlife in any park at any time.

IMPORTANT NOTE: IF ANY ADDITIONAL EQUIPMENT (STEREO, OR CHARCOAL GRILL, ETC.) IS TO BE BROUGHT ONTO PARK PROPERTY DURING YOUR EVENT(S), THE PARKS AND RECREATION DEPARTMENT MUST BE NOTIFIED IN WRITING AT THE BOTTOM OF THE FRONT SIDE OF THIS PARK PERMIT REQUEST FORM. GAS GRILLS REQUIRE SPECIAL PERMISSION. PLEASE CONTACT THE PARKS AND RECREATION OFFICE AT 657-5635.

## LOWER PAXTON TOWNSHIP PARK FACILITIES

	A C R E S	P A V I L I O N S	P I C N I C T A B.	E L E C T R I C	B B Q G R I L S	P L Y G R N D	S W I N G S	S A N D B O X	H A N D B A L L Cts.	B A T H R O O M S	N A T U R E T R A I L	T E N T S I T E S	S O F T B A L L Fields	B A S E B A L L Fields	A L L P U R P O S E Fields	B A S K E T B A L L Cts.
<b>Brightbill</b>																
Upper	4	1	9	Y	2											
Lower	1	1	8	Y	2	Y	Y	N	N	Y	Y	N	1*	3	1	2*
<b>Koons</b>																
Large	3	1	14	Y	2									3		
Small	3	1	8	Y	2	Y	Y	N	N	Y	N	N	3	1*	1	2*
<b>Lingle</b>	15	1	8	Y	2	Y	Y	N	N	Y	Y	N	2	N	1	N
<b>Kohl</b>	8	1	9	Y	2	Y	Y	N	2*	Y	Y	N	2	N	1	1*
<b>Cent. Acres</b>	4	1	8	N	3	Y	Y	N	N	N	N	N	N	N	1	1
<b>Forest Hills</b>	8	N	3	N	1	N	N	N	N	N	N	N	N	N	1	1
<b>Meadowbrook</b>	2	N	4	N	1	Y	Y	N	N	N	N	N	N	N	1	2
<b>Hodges</b>																
Heights	2	1	6	N	2	Y	Y	N	N	N	N	N	N	1	N	1
<b>Lamplight</b>	5	1	8	Y	2	Y	Y	N	N	N	N	N	N	N	1	1

X = Under Construction \* = Lighted Y = Yes N = No

Note: Acreage includes usable active and passive recreation areas only. Not undeveloped park areas.

### Park Facilities - Notes

All parks close at dusk unless activity is under ball field lights, then 10PM

Brightbill - Located behind Colonial Commons Plaza off Carolyn Street

- Two pavilions seat 64 persons each
- Play area and ball courts available
- Off street parking for 200 cars (lower lot) 42 (upper lot)
- Bathrooms open during summer - daylight hours

- Ball fields: #'s 8, 9, 10, 11 and 15
- Arboretum
- Koons Mem. - Located off N. Mountain Rd. and Larue St.
- Pavilion (large) #1 seats 112
- Pavilion (small) #2 seats 64
- Offers exercise area for persons with disabilities
- Play area, tennis, volleyball and basketball courts available
- Off street parking available lot (1) 34 cars and lot (2) 154
- Bathrooms open during summer - daylight hours
- Ball field #'s 1, 2, 3, 4, 5, 6 and 7
- Kohl - Located off Union Deposit Rd. on Dowhower Rd.
- Pavilion seats 64
- Play area and ball courts available
- Off street parking for 60 cars
- Bathrooms open during summer - daylight hours
- Ball field #'s 12 & 13
- Lingle - Located at end of Pleasant Rd. off Union Deposit Rd.
- Pavilion seats 80
- Two softball/baseball fields, one all-purpose field
- Two sand volleyball courts
- Off street parking for 175
- Bathrooms open during summer - daylight hours
- Centennial Acres - Located along Continental Dr. and Colonial Rd.
- Pavilion seats 64
- Play equipment and ball courts available
- Off street parking for 16 cars
- Port-a-john available during summer
- Forest Hills - Located on both sides of Forest Hills Dr.
- Multi-purpose field located across from basketball/tennis courts
- On street parking available
- Play equipment includes: Climber, slide and (2) spring toys
- Meadowbrook - Located at the end of Oak Avenue Cul-de-sac
- Play equipment, volleyball and 1/2 basketball court available
- Four picnic tables and one grill
- Hodges Heights - Located on Conway Road
- Pavilion seats 48
- Off street parking available for 40 cars
- Ball field #14

- One tennis and one basketball court